



NUMERICAL MACHINING COMPLEX LTD

KENYA RAILWAYS CENTRAL WORKSHOP  
WORKSHOP ROAD  
P.O BOX 70660-00400  
NAIROBI

TEL: +254 20 2241701  
FAX: + 254 20 2244759  
Email: [enquiries@nmc.co.ke](mailto:enquiries@nmc.co.ke)  
Website: [www.nmc.co.ke](http://www.nmc.co.ke)

**TENDER REF. NO. NMC/PQ/2016-2018:  
PREQUALIFICATION/REGISTRATION OF SUPPLIERS, SERVICE  
PROVIDERS AND CONTRACTORS FOR 2018-2019 AND 2019-2020  
FINANCIAL YEARS**

**CATEGORY APPLYING FOR:-**

Category No.: .....

Category Ref. No.: .....

Category Description: .....

**CLOSING DATE: WEDNESDAY 30<sup>TH</sup> MAY, 2018 AT 10.00 A.M EAST  
AFRICAN TIME.**

## INTRODUCTION

NMC would like to invite interested and qualified candidates who must qualify by meeting the set criteria as provided by the Procuring Entity to perform the contract of supply and delivery of goods, services and works to the organization for the financial years **2018-2019** and **2019-2020**. This process shall be used to draw **Framework Contracts/Agreements** with qualified, experienced and competent suppliers/service providers/contractors for the period.

### **CATEGORY A: PREQUALIFICATION FOR SUPPLY OF GOODS**

<b>CATEGORY REF. NO.</b>	<b>DESCRIPTION</b>	<b>TARGET GROUP</b>
NMC/PQ/01/2018-2020	Supply and delivery of Milk, Sugar and Tea leaves	<b>Youth, Women &amp; PWDs</b>
NMC/PQ/02/2018-2020	Supply and delivery of Cleaning and Sanitary items	All
NMC/PQ/03/2018-2020	Supply and delivery of General Office Stationary and Supplies, Controlled and Accountable Documents and Other Printing Consumables.	<b>Youth, Women &amp; PWDs</b>
NMC/PQ/04/2018-2020	Supply and delivery of Computer Equipment, Laptops, Software, Electronic Equipment, Communication Equipment, UPS, Copiers/Printers and Computer Accessories and Consumables	<b>Youth, Women &amp; PWDs</b>
NMC/PQ/05/2018-2020	Supply and delivery of Office Furniture, Furnishings and Fittings	Experienced Providers
NMC/PQ/06/2018-2020	Supply and delivery of Health and Safety items	Experienced dealers
NMC/PQ/07/2018-2020	Supply and delivery of Water Dispensers, Bottled Drinking Water and Disposables	Experienced dealers
NMC/PQ/08/2018-2020	Supply and delivery of Building Materials, General Hardware and Electrical Supplies and Equipment	<b>Youth, Women &amp; PWDs</b>
NMC/PQ/09/2018-2020	Supply and delivery specialized Electrical, Hydraulic and Mechanical components for Machines and Others	Specialized dealers/Manufacturer Agents
NMC/PQ/10/2018-2020	Supply and delivery of Specialized Steel (EN9, EN19, EN24, Steel Bars/Plates and other Engineering materials	Specialized dealers
NMC/PQ/11/2018-2020	Supply and delivery of Inserts, Boring tools, Drills, Taps, Tool Holders, Micrometers, Veneers and all Other Specialized Engineering Tools	Specialized dealers/Manufacturer Agents
NMC/PQ/12/2018-2020	Supply, delivery and Maintenance of Fire Fighting Equipment	Licensed and Experienced Providers
NMC/PQ/13/2018-2020	Supply and delivery of Lubricants, Industrial oils, Cooling Lubricants, Grease and Others	Authorized and Experienced Providers
NMC/PQ/14/2018-2020	Supply and delivery of Cooking Gas	Authorized dealers
NMC/PQ/15/2018-	Supply and delivery of Industrial gases (Oxygen,	Authorized

2020	Co2, Acetylene)	manufacturers
NMC/PQ/16/2018-2020	Supply and delivery of Firewood, Red Soil	<b>Youth, Women &amp; PWDs</b>
NMC/PQ/17/2018-2020	Supply and Delivery of Bearings and Seals, Special Seals, Specialized Chains and Sprockets	Authorized Dealers/Manufacturers
NMC/PQ/18/2018-2020	Supply and delivery of <b>Ferrous and Non-Ferrous Chemical Additives</b> , Laboratory inputs and Melt refiners (i.e. Bentonite, Sodium Silicate, Limestone etc) and Mould Coatings	Experienced Dealers
NMC/PQ/19/2018-2020	Supply and delivery <b>Non-Ferrous Materials:</b> Copper based Alloys and Ingots, Aluminum, Tin, Bronze and Brass Scrap	Authorized and Experienced Providers
NMC/PQ/20/2018-2020	Supply and delivery of <b>Ferrous Scrap</b> (High Quality Cast Iron)	Experienced Providers
NMC/PQ/21/2018-2020	Supply of Foundry Coke, Foundry Sand, Shell Molding Sand, Shell Molding Sand Binder, Refractory Clay and High Temperature Refractors	Experienced Providers
NMC/PQ/22/2018-2020	Supply and delivery of Foundry Tools and Equipment	Experienced dealers/Manufacturers

### **CATEGORY B: PREQUALIFICATION FOR PROVISION OF SERVICES**

<b>CATEGORY REF. NO.</b>	<b>DESCRIPTION</b>	<b>TARGET GROUP</b>
NMC/PQ/23/2018-2020	Provision of Specialized and general consultancy services	Licensed Professional Consultants
NMC/PQ/24/2018-2020	Provision of Branding, Promotional and Event Management Services	<b>Youth, Women &amp; PWDs</b>
NMC/PQ/25/2018-2020	Provision of Courier, Clearing and Forwarding Services	Authorized Providers
NMC/PQ/26/2018-2020	Provision of General Garbage, Industrial Waste Removal and Disposal Services (Kitchen, Foundry slag, Steel Swarfs and Others)	Authorized Providers/Dealers
NMC/PQ/27/2018-2020	Provision of Sanitary and Fumigation services	Authorized Providers
NMC/PQ/28/2018-2020	Provision of Internet, Web Hosting and Communication Services	Experienced Providers
NMC/PQ/29/2018-2020	Provision of Repair and Maintenance of Computer Hardware, Copiers, Printers and ICT Related Services	Authorized Dealers/Agents
NMC/PQ/30/2018-2020	Provision of Telephone, PABX and Telecommunication Services	Qualified and Experienced Firms
NMC/PQ/31/2018-2020	Provision of Insurance Services (Auto and Assets, Medical, GPA)	Insurance Underwriters
NMC/PQ/32/2018-2020	Provision of Guards and Security Services	Fully Licensed and Experienced Providers
NMC/PQ/34/2018-2020	Provision of Legal Services	Qualified and Experienced Firms
NMC/PQ/35/2018-2020	Provision of Car Tracking Services	Experienced Firms
NMC/PQ/36/2018-	Provision of Repair of Plant, Machinery and	Certified and

2020	Equipment Services	Experienced Firms
NMC/PQ/37/2018-2020	Provision of Electrical Motor and Transformer Rewinding Services	Specialized Providers
NMC/PQ/38/2018-2020	Provision of Specialized Services: Cutting /Guillotining, Rolling, Bending, Pressing, Dynamic Balancing, Forging, Dome Shaping, Hard Facing, Rubberizing, Galvanizing, Hard Chrome Plating, Heavy Machining & Fabrication (Steel and Other Materials)	Specialized and Experienced Providers
NMC/PQ/39/2018-2020	Provision for Casting of Specialized Steel and other Materials, Galvanizing, Polishing, Grinding , Die Making, Rubber Coating Services	Specialized and Experienced Providers
NMC/PQ/40/2018-2020	Provision of Asset Valuation and Tagging Services	Licensed and Experienced Providers

### **CATEGORY C: PREQUALIFICATION FOR PROVISION OF WORKS**

<b>CATEGORY REF. NO.</b>	<b>DESCRIPTION</b>	<b>TARGET GROUP</b>
NMC/PQ/41/2018-2020	Provision of Small Works	<b>Youth, Women &amp; PWDs</b>
NMC/PQ/42/2018-2020	Provision of Building and Civil Works, Mechanical, Structural and Electrical Works – Major Works	Registration with NCA and other authorized bodies required

## **SECTION I - INVITATION FOR PREQUALIFICATION (IFQ)**

### **TENDER NAME: TENDER REF. NO. NMC/PQ/2018-2020: PREQUALIFICATION OF SUPPLIERS, SERVICE PROVIDERS AND CONTRACTORS FOR 2018/19 AND 2019/20 FY.**

1. The **Numerical Machining Complex Ltd. P.O. Box 70660-00400, Nairobi** hereinafter referred as “**Procuring entity**” intends to prequalify candidates for the supply of goods, services and works for financial years **2018-2019** and **2019-2020**.
2. Prequalification is open to all suppliers and providers registered with Registrar of Companies under Laws of Kenya in respective merchandise and are hereby invited to submit their Pre-qualification documents to the Managing Director, Numerical Machining Complex Ltd. so that they may be pre-qualified for submission of tenders. **Bids will be submitted singly as per the category of interest.**
3. The main objective of this process is to pre-qualify for supply and delivery of assorted goods, services and works in the categories provided to Numerical Machining Complex Ltd on a “**as and when required basis**” during the **2018-2019** and **2019-2020** financial years.
4. Eligible candidates may obtain the prequalification document from our company website: [www.nmc.co.ke](http://www.nmc.co.ke) or the ifmis portal: <https://supplier.treasury.go.ke> for **FREE**.
5. The prospective suppliers must have carried out successfully supply and delivery of similar goods to Public Institutions of similar size and complexity. Potential suppliers or providers must demonstrate the willingness and commitment to meet the set out pre-qualification criteria.
6. Duly completed documents in plain sealed envelopes and clearly marked with category number, item code and name should be addressed to:-

**Managing Director  
Numerical Machining Complex Ltd.  
Kenya Railways Central Workshop  
P.O. Box 70660-00400  
Nairobi.**

Or dropped in the Tender Box located at the reception, ground floor, so as to reach NMC Ltd. **NOT LATER THAN 10.00 A.M. on Wednesday 30<sup>th</sup>, 2018.** Opening of the documents will follow immediately thereafter at NMC's Boardroom in presence of bidders or their representatives who choose to attend.

**Tuesday 15<sup>th</sup> May, 2018**

## **SECTION II - INSTRUCTIONS TO CANDIDATES**

### **2.1 Scope of Tender**

- 2.1.1 The **Numerical Machining Complex Ltd. P.O. Box 70660-00400, Nairobi**, hereinafter referred to as the procuring entity intends to pre-qualify suppliers or providers for supply and delivery of goods, services and works. It is expected that prequalification applications will be submitted to be received by the procuring entity **not later than Wednesday 30<sup>th</sup> May, 2018 at 10.00A.M.**
- 2.1.2 The bidders **MUST** comply with all the instructions, terms and conditions and particularly ensure that all the forms required are properly completed and submitted.
- 2.1.3 In selection of suppliers/service providers, NMC **will short-list only those firms that are able to demonstrate their competence to supply** the goods, services and works in those categories.
- 2.1.4 Registered service providers, contractors, manufacturers, as well as retailers and dealers are encouraged to apply within the lines of their registered business.
- 2.1.5 The document should be signed by the authorized representative of the organization, stamped and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant wish to be considered.

### **2.2 Submission of Application**

- 2.2.1 Applications for prequalification shall be submitted in sealed envelopes **marked with the Item Category, Item Code and Item Description** applied for and deposited in the tender box at (address and location) or be addressed to **Numerical Machining Complex Ltd. P.O. Box 70660-00400, Nairobi**. so as to be received on or before **Wednesday 30<sup>th</sup> May, 2018 at 10.00A.M.**
- 2.2.2 **The procuring entity shall reject all late applications.**
- 2.2.3 All the information requested for pre-qualification shall be provided in the **English language.**
- 2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub

substantiation of the information supplied may result in the applicant's disqualification.

2.2.5 Questions that may arise from the pre-qualification documents should be directed to the Managing Director, attention to Supply Chain Management Services using the address: **Numerical Machining Complex Ltd. P.O. Box 70660-00400, Nairobi.**

### **2.3 Eligible Candidates**

2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.

2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

### **3.0 Tenderers Eligibility and Qualifications**

3.1 Pursuant to paragraph 2.1. the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

3.2 The documentary evidence of the tenderers eligibility to tender shall establish to the Procuring entity's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 2.1.

3.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall be established to the Procuring entity's satisfaction;

- (a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the goods' Manufacturer or producer to supply the goods.
- (b) that the tenderer has the financial, technical, and production capability necessary to perform the contract;
- (c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an



Agent in Kenya equipped, and able to carry out the Tenderer's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

### **3.4 Goods Eligibility and Conformity to Tender Documents**

3.4.1 Pursuant to paragraph 2.2 of this section, the tenderer shall furnish, as part of its tender documents establishing the eligibility and conformity to the tender documents of all goods which the tenderer proposes to supply under the contract

3.4.2 The documentary evidence of the eligibility of the goods shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

3.4.3 The documentary evidence of conformity of the goods to the tender documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) a detailed description of the essential technical and performance characteristic of the goods;
- (b) a list giving full particulars, including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two (2) years, following commencement of the use of the goods by the Procuring entity; and
- (c) a clause-by-clause commentary on the Procuring entity's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

3.4.4 For purposes of the documentary evidence to be furnished pursuant to paragraph 2.13.3(c) above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procurement entity in its Technical Specifications, are intended to be descriptive only and not restrictive. The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to the Procurement entity's satisfaction that the



substitutions ensure substantial equivalence to those designated in the Technical Specifications.

#### **4.0 Validity of Tenders**

4.1 Tenders shall remain **valid for 90 days** or as specified in the Invitation to Tender after the date of tender opening prescribed by the Procuring entity. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

4.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.14 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

#### **4.3 Format and Signing of Tender**

The bidder shall prepare **two copies** of the tender, clearly marking each **"ORIGINAL TENDER"** and **"COPY OF TENDER,"** as appropriate. In the event of any discrepancy between them, the original shall govern.

4.4 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the tender. All pages of the tender, except for un-amended printed literature, shall be initialed by the person or persons signing the tender.

4.5 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

#### **4.6 Sealing and Marking of Tenders**

4.6.1 The Tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as **"ORIGINAL"** and **"COPY."** The envelopes shall then be sealed in an outer envelope.

4.6.2 The inner and outer envelopes shall:

- (a) be addressed to the Procuring entity at the address given in the Invitation to Tender:

- (b) bear, **tender number and category** in the Invitation for Tenders and the words, **“DO NOT OPEN BEFORE,” Wednesday 30<sup>th</sup> May, 2018.**

4.6.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.

4.6.4 If the outer envelope is not sealed and marked as required by paragraph 4.6.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

#### 4.6.5 **Deadline for Submission of Tenders**

Prequalification documents must be received by the Procuring entity at the address **Numerical Machining Complex Ltd. P.O. Box 70660-00400, Nairobi.** so as to be received on or before **Wednesday 30<sup>th</sup> May, 2018 at 10.00A.M.**

4.6.6 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.6, in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended.

### 5.0 **Modification and Withdrawal of Tenders**

5.1 The tenderer may modify or withdraw its tender after the tender’s submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring Entity prior to the deadline prescribed for submission of tenders.

5.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

5.3 No tender may be modified after the deadline for submission of tenders.

5.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender

during this interval may result in the Tenderer's forfeiture of its tender security.

- 5.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 5.6 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

### **5.7 Opening of Tenders**

- 5.7.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at **Wednesday 30<sup>th</sup> May, 2018 at 10.00 A.M.** and in the location specified in the Invitation to Tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.
- 5.7.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts and the presence or absence of requisite tender security and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.
- 5.7.3 The Procuring entity will prepare minutes of the tender opening.

### **5.8 Clarification of Tenders**

- 5.8.2 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.
- 5.8.3 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender

### **6.0 Qualification Criteria information verification**

- 6.1 Pre-qualification will be based on meeting the **minimum requirements** to pass in the criteria set as shown below. The pass mark will be either **70 points and above** regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's

response. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

## 6.2 EVALUATION CRITERIA (100 POINTS)

No.	Criteria Description	Max. Score (%)	Bidder Score (%)
1.	Two sets of tender documents; <b>“ORIGINAL”</b> and <b>“COPY”</b> with details on the tender description and category applying for	10	
2.	Copies of: Certificate of Incorporation/Registration, PIN/VAT Certificate, Current Trade License/Business Permit (if any), Current and <b>Valid Tax Compliance Certificate</b> (Mandatory);	30	
3.	Prove of business office/address/telephone line	5	
4.	Evidence of past experience (copies of LPOs or contracts or recommendation letters – for all established firms)	25	
5.	Audited Accounts (2016 and 2017) or Six month bank statements for AGPO applicants	5	
6.	Completed Confidential Business Questionnaire (Filled, Signed and stamped by an authorized person)	5	
7.	Quality standards certifications (attach copies) or state strategies in place	10	
8.	Payment terms (credit facility availability and period)	10	

**NOTE: Pass mark is 70% and above, a score below 70% results in the disqualification of the bidder. Only those firms scoring 70% and above shall be listed in our list of prequalified suppliers, service providers or contractors for the period specified. Subsequent evaluations shall be carried out to determine suitability/performance of the listed firms.**

Casual applicants shall be considered substantially **non-responsive** and shall be excluded from evaluation.

## **6.6 Confidentiality**

Information relating to evaluation of tenders and recommendations concerning pre-qualification shall not be disclosed to the tenderers until the pre-qualified firms have been advised accordingly.

## **6.7 Conflict of Interest**

The applicant shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the dis-qualification of the applicant.

## **6.8 Updating Pre-qualification Information**

- 6.8.1 Pre-qualified candidates shall be required to update the financial information used for prequalification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. **A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.**

**SECTION III - LETTER OF APPLICATION**

**TENDER SUBMISSION FORM**

Having studied the pre-qualification information for the above tender category We/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b. That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- c. That pre-qualification bidders will be invited randomly to participate in the tender/quotations “as and when” there is a requirement/need.**
- d. We/I enclose all the required documents and information required for the pre- qualification evaluation.
- e. Our tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
- f. We understand you are not bound to accept either in part or whole any tender you receive.

Date: .....

Applicant’s Name: .....

Represented by: .....

Signature: .....

**(Full name and designation of the person signing and stamp or seal).**

**SECTION VIII - STANDARD FORMS**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c ) whichever applied to your type of business  
 You are advised that it is a serious offence to give false information on this form

<p><b>Part 1 – General:</b>                  Business Name .....                  Location of business premises. ....                  Plot No..... Street/Road .....                  Postal Address ..... Tel No. .... Fax ..... E mail .....                  Nature of Business .....                  Registration Certificate No. ....                  Maximum value of business which you can handle at any one time – Kshs. ....                  Name of your bankers ..... Branch .....</p>
--

	<p style="text-align: center;">Part 2 (a) – Sole Proprietor</p> Your name in full ..... Age ..... Nationality ..... Country of origin ..... • Citizenship details .....																									
	<p style="text-align: center;">Part 2 (b) Partnership</p> Given details of partners as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....
	Name	Nationality	Citizenship Details	Shares																						
1.	.....	.....	.....	.....																						
2.	.....	.....	.....	.....																						
3.	.....	.....	.....	.....																						
4.	.....	.....	.....	.....																						
	<p style="text-align: center;">Part 2 (c) – Registered Company</p> Private ..... or ..... Public ..... State the nominal and issued capital of company- Nominal Kshs. .... Issued Kshs. .... Given details of all directors as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....
	Name	Nationality	Citizenship Details	Shares																						
1.	.....	.....	.....	.....																						
2.	.....	.....	.....	.....																						
3.	.....	.....	.....	.....																						
4.	.....	.....	.....	.....																						
Date .....	Signature of Candidate .....																									

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.



**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)* \_\_\_\_\_  
\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER

**FORM RB 1**

**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of .....dated the...day of .....20.....in the matter of Tender No.....of .....20.....

**REQUEST FOR REVIEW**

I/We.....,the above named Applicant(s), of address: Physical address.....Fax No.....Tel. No.....Email ....., hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:-

- 1.
- 2.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2.

SIGNED ..... (Applicant)

Dated on.....day of ...../...20.....

---

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on ..... day of .....20.....

SIGNED  
Board Secretary